

## ORDER CHANGE PROCESSING

## PROCEDURES

### 2.1 Add Order Change Line Number

<u>Cross-Reference</u>	<u>Steps</u>
INST 4: BAAT	User must have access and maintenance authority in the BAAT Table for the purchasing agency records to process this screen. User must have Movable Property Override Authority to process a change to the movable property indicator.
COMM 4: COM2	<b>Commodity</b> must be a valid and active commodity record in the COMM Table.
OCHG 4: OCLN	<ol style="list-style-type: none"><li>2. Change OCLN Table data in AGPS.<ol style="list-style-type: none"><li>a. If the user is not in the OCLN screen, type <b>OCLN</b> in the Function Line and press RETURN/ENTER.</li><li>b. Type <b>INQUIRE</b> in the Function Line.</li><li>c. Using the TAB key, move to Order Number field and type desired order number.</li><li>d. Using the TAB key, move to Order Change No. field and type desired order change number.</li><li>e. Using the TAB key, move to Change Line Number field and type desired order change line number.</li><li>f. Press RETURN/ENTER. Requested order change commodity line record should be displayed.</li></ol></li><li>3. Type <b>CHANGE</b> in the Function Line.<ol style="list-style-type: none"><li>a. Using the TAB key, move to the Days field. If contract item, Days (if applicable) will default and cannot be changed. Non-contract items, Days (if applicable) will default from order header but can be changed.</li><li>b. Using the TAB key, move to the Weeks field. If contract item, Weeks (if applicable) will default and cannot be changed. Non-contract items, Weeks (if applicable) will default from order header but can be changed.</li><li>c. Using the TAB key, move to Status Code field and type desired status code.</li></ol></li></ol>

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#### Steps

If ...	Then ...
Activating commodity line	Type status = <b>405</b>
Canceling commodity line	Type status = <b>496</b>
Re-activating commodity line	Type status = <b>405</b>

- d. Using the TAB key, move to Commodity Number field and type desired commodity number.
- e. Using the TAB key, move to Movable Prop field and type desired movable property indicator. Allowable entries are **Y** or **N**.

NOTE: The Movable Property flag cannot be changed on an existing order line.

- f. Using the TAB key, move to Inventory Item Nbr field and type desired inventory item number for item in inventory.
- g. Using the TAB key, move to Order Quantity field and type desired ordered quantity.

NOTE: If OCLN is for an existing line, order quantity will be entered as follows:

INCREASE: If the original order quantity was 10 and an increase of six (6) is desired, order quantity will be entered as 16.

DECREASE: If the original order quantity was 10 and a decrease of six (6) is desired, order quantity will be entered as 4.

- h. Using the TAB key, move to No Cost field and type desired no cost indicator. Allowed entries are **Y** or **N**.
- i. Using the TAB key, move to Unit of Measure field and type desired unit of measure.
- j. Using the TAB key, move to Unit Price field and type desired ordered unit price for that commodity.
- k. Using the TAB key, move to Periodic Pay Amt field and type desired periodic payment amount for the order line on an order flagged for periodic payment.